

Kentucky Historical Society

Heritage Education Grants for Schools in Kentucky



2004-2005 Guidelines and Applications for Mini-Grants for School Field Trips and Project Grants for History Projects in the Classroom

The Heritage Education Grant Program is administered by
the Kentucky Historical Society in cooperation with the
Kentucky Heritage Council, agencies of
the Kentucky Commerce Cabinet.

Kentucky Historical Society

Heritage Education Grants

Kentucky Heritage Education Grants are available to schools in the state for projects that benefit students in grades K-12. **There are two categories of grants: Mini-Grants** for school field trips and **Project Grants** for history-related projects in the classroom. This package includes guidelines and application forms for each.

Mini-Grants are available to schools for support of field trips by K-12 classes to sites within 100 miles of the school. The goal of the Heritage Education Mini-Grants is to provide opportunities for students to learn about and explore the history and heritage of their own community and region. **Project Grants** are available to schools to support history projects in K-12 classrooms. The goal of the Heritage Education Project Grants is to provide funding for projects that help students gain a better understanding of local, regional, or state history.

Application Information

- A complete application includes a cover sheet, responses to the appropriate set of narrative questions for the category of grant, a budget page, and a letter of support from the school principal.
- Applicant must submit an original plus four copies of the complete application.
- All applications must be postmarked by the appropriate deadline or hand delivered to the Kentucky Historical Society in Frankfort by 4:30 p.m. (Eastern Time) on that date.
- Mail complete applications to: Kentucky Historical Society
Attn: Kate Hesseldenz
Heritage Education Grants Program
100 W. Broadway
Frankfort, KY 40601

Applications will be evaluated on:

1. Relevance of proposed field trip or project to local, regional, or (for project grants) state history.
2. Quality of activities that students will participate in during the field trip or project.
3. Integration of the trip or project into the classroom curriculum.
4. Connection of field trip or project to Kentucky Education Reform Act standards (private schools can define educational goals or skills to be taught).

2004-2005 Guidelines for Mini-Grants

The maximum grant amount is **\$250.00**. Schools may receive no more than one Mini-Grant per granting deadline and no more than two Mini-Grants per calendar year.

FOR FIELD TRIPS TO BE TAKEN DURING MONTHS OF:	January-March 2005	April-June 2005	July-September 2005	October- December 2005
APPLICATION	September 30,	December 31,	March 31, 2005	June 30, 2005

DEADLINE	2004	2004		
NOTIFICATION	November 15, 2004	February 15, 2005	May 15, 2005	August 15, 2005
FUNDS AVAILABLE	January 1, 2005	April 1, 2005	July 1, 2005	October 1, 2005
FINAL REPORT DUE	April 30, 2005	July 31, 2005	October 31, 2005	January 31, 2006

Guidelines

1. Any field trip that helps students learn about and appreciate their local or regional history is eligible. Sites to visit may include museums, archives, and historic houses; downtown buildings, streetscapes, businesses, and factories; historic sites and cemeteries; rural sites such as farms and barns. Natural history sites are allowed as long as connections are made to explain how the site influenced the development of the community's culture and history. Funds may not be used to visit the Kentucky Historical Society's three museums: the Kentucky History Center, the Old State Capitol, and the Military History Museum; the Kentucky State Capitol; the Governor's or Lt. Governor's Mansions in Frankfort; or the Kentucky State Fair.
2. Applications must be made by a teacher or group of teachers for field trips to be taken by students in grades K-12 in a public or private school in Kentucky.
3. The teacher must complete an application form that describes the proposed field trip and explains how the trip will help students learn about their local and/or regional history and heritage.
4. Grant funds may not be used to reimburse the school for a field trip that has already been taken.
5. The minimum amount awarded is \$100 and the maximum is \$250. No match is required. However, if the project costs exceed \$250, information must be provided that shows where the additional funds will be obtained. An itemized budget of all project expenses must accompany the application form.
6. Grant funds may be used for admission fees, bus rental, substitute teacher, or other education-related expenses that make the field trip possible. Cost of materials and supplies may be funded only if they will be used for activities at the site of the field trip. Funds cannot be used to pay for food.
7. A final report on the field trip must be sent to KHS by the date stated in the chart above.

2004-2005 Guidelines for Project Grants

The maximum grant amount is **\$500.00**. Schools may receive no more than one Project Grant per granting deadline and no more than two Project Grants per calendar year.

FOR PROJECTS THAT TAKE PLACE DURING MONTHS OF:	January-December 2005	July 2005-June 2006
APPLICATION DEADLINE	September 30, 2004	March 31, 2005
NOTIFICATION	November 15, 2004	May 15, 2005
FUNDS AVAILABLE	January 1, 2005	July 1, 2005
FUNDS MUST BE SPENT BY	December 30, 2005	June 30, 2006
FINAL REPORT DUE	January 31, 2006	July 31, 2006

Guidelines

1. Applications must be made by a teacher or group of teachers for a history-related project in grades K-12 in a public or private school in Kentucky. The teacher may collaborate with other

organizations or resource persons outside the school but the primary applicant must be a teacher involved with the project.

2. Any project that promotes local, regional, or state history is eligible. Connections may be made with other disciplines such as art, literature, mathematics, etc., but the primary focus of the project must relate to some aspect of history and/or heritage. Use of primary sources such as oral histories, historic buildings/sites, photographs, maps, newspapers, journals/diaries, etc., are encouraged.
3. The teacher(s) must complete an application form that describes the proposed project and explains how the project will help students learn about their local and/or regional history and heritage.
4. The grant may not be used to provide funds to continue an existing project or to reimburse expenses for a project already completed or in progress. All project activities must take place during the grant period.
5. The minimum amount awarded is \$100 and the maximum is \$500. No match is required. However, if the project costs exceed \$500, information must be provided that shows where the additional funds will be obtained. An itemized budget of all project expenses must accompany the application form.
6. Funds may not be used to purchase classroom equipment such as computers, TVs, VCRs, etc. No more than 50% of the grant amount may be used for field trips or speakers brought to the classroom.
7. A final report on the project must be sent to KHS by the date stated in the chart above.

Kentucky Historical Society

Heritage Education Grants

2004-2005 Grant Application Cover Sheet

OFFICE USE ONLY:

Date received _____

Grant App # _____

Complete _____

Orig/4 copies _____

Please check appropriate category:

_____ Mini-Grant for school field trip

_____ Project Grant for history projects in the classroom

Submitted for deadline:

_____ September 30, 2004 (Mini and Project Grants)

_____ December 31, 2004 (Mini-Grants only)

_____ March 31, 2005 (Mini and Project Grants)

_____ June 30, 2005 (Mini-Grants only)

Return to: Kate Hesseldenz

Heritage Education Grants

Kentucky Historical Society

100 W. Broadway

Frankfort, KY 40601

Questions?

Call 502- 564-1792 ext. 4477 or e-mail

to: Kate.Hesseldenz@kv.gov

Applicant Information:

Teacher(s) Name(s): _____

School Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

Grade: _____ Subject(s): _____

E-mail Address: _____

School Phone: _____ County: _____

Teacher's Home Address: _____

Teacher's Home Phone: _____

School Federal I.D. Number (9 digits) _____

(Remember to include your school's Federal I.D. number. If approved for a grant, you cannot receive the funds without furnishing this 9-digit number.)

Signature of Principal _____

Principal's Name, printed: _____

Amount Requested: \$ _____**Name and Address of Local Newspaper** _____

State Senate District _____ **State Representative District** _____**U. S. Congressional District** _____**Checklist of items that MUST be included in the completed grant application:**

_____ Cover Sheet

_____ Narrative (on a separate sheet)

- _____ Itemized Budget (on the form provided or in graph form on a separate sheet)
- _____ Letter of support from school principal
- _____ Original plus **FOUR** copies of complete application

Heritage Education Grants

2004-2005 Grant Application

NARRATIVE QUESTIONS

Please answer the appropriate set of questions for the grant for which you are applying. Use a separate sheet of paper but use no more than two pages. Please retype each question before each response.

Mini-Grant for School Field Trips

1. Field trip date:
2. What are the grade level and number of students that will take this trip?
3. Is the location of the field trip within 100 miles of the students' school?
4. What is the goal of the field trip?
5. What site(s) will the students visit?
6. Describe pre-visit classroom activities that are planned to prepare the students for the trip.
7. Describe specific activities that students will participate in at the field trip site (education materials or brochure from the site may be attached if available).
8. Explain how this field trip will help students learn about and appreciate their local or regional history.
9. Explain how this field trip will be integrated into the classroom curriculum.
10. List up to three Kentucky Education Reform Act standards that this field trip will meet (private schools can define educational goals or skills that will be met).

Project Grant for History Projects in the Classroom

1. Project Title:
2. Project Date(s):
3. What is the grade level and number of students involved in this project?
4. What is the goal of the project?
5. Describe the project.
6. List other individuals or organizations involved in the project and briefly describe their role(s).
7. Explain how this project will help students gain a better understanding of their local, regional, or state history.
8. Explain how this project will be integrated into the classroom curriculum.
9. List up to three Kentucky Education Reform Act standards that this project will meet (private schools can define educational goals or skills that will be met).

Kentucky Historical Society

Heritage Education Grants

2004-2005 Grant Application

BUDGET

Please provide an itemized list of all expenses. You may create your own form on your computer as long as all the categories below are included.

Note: No matching funds are required. However, if your proposed trip or project will cost more than the amount you are requesting, please list those expenses and the source for the additional amount.

Expenses (please itemize)	Amount from grant funds	Additional expense not covered by grant funds	Total amount of expense for item
Transportation costs:			
Admission fees:			
Personnel costs/honorariums:			
Costs of materials/supplies: (Mini-Grants: Cost of materials and supplies may be funded <u>only</u> if they will be used for activities at the site of the field trip.)			
Other costs:			
Totals	Total amount from grant funds:	Total additional expenses:	Total cost:

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Source of funds for any additional expenses not covered by grant (i.e. student fees, school budget, PTA, etc.):

Kentucky Historical Society

Teacher and Student Services

100 W. Broadway, Frankfort, KY 40601

Phone: 502-564-1792; Fax: 502-564-4701

Web site: <http://history.ky.gov>

At the Kentucky Historical Society, school programs are based on the belief that learning about the past can be engaging and meaningful and fun! Education staffs offer student programs that promote an understanding and appreciation of the state's diverse heritage. Teacher services help educators find and use heritage resources at all grade levels.

The Society has been working with young historians since 1962, when the Kentucky Junior Historical Society was founded. Students across the state can participate in this network of history clubs or create projects for annual regional and state National History Day competitions. Groups that can travel to Frankfort can take advantage of school tours at the Society's three museums or experience the biennial Kentucky Folklife Festival.

The Kentucky Historical Society believes that good teaching is the key to heritage education. Education staff offer professional development programs that combine content, teaching methods, and resources. Besides Heritage Education Grants, the Society also offers artist-in-residence grants to support the presentation of local folklife traditions in the classroom. Publications for teachers feature primary sources, classroom activity plans, and other resources on topics from the frontier to World War II. The Society also runs a resource center, a library facility that provides "how to do" history for teachers, including many curriculums.

Kentucky Heritage Council

300 Washington Street

Frankfort, KY 40601

Phone: 502-564-7005; Fax: 502-564-5820

Web site: www.kyheritage.org

The mandate of the Kentucky Heritage Council is to identify, preserve, and protect the historic resources of Kentucky. The Council maintains continually updated inventories of historic structures and archeological sites and nominates properties to the National Register of Historic Places. By working with other state and federal agencies, local communities, and interested citizens, the Council seeks to build a greater awareness of Kentucky's past and to encourage the long-term preservation of Kentucky's significant historic resources. Through its various programs, the Council seeks to show how historic resources contribute to the heritage, economy, and quality of life for all Kentuckians.

The Kentucky Heritage Council maintains an extensive database of historic sites in every county of Kentucky and more detailed information on those properties that are listed in the National Register of Historic Places. Teachers and students may request listings of properties from that inventory. Teaching with Historic Places (TwHP) is a program of the National Park Service's National Register of Historic Places. Over the years TwHP has developed a variety of products and services. These include a series of lesson plans; guidance on using places to teach; information encouraging educators, historians, preservationists, site interpreters, and others to work together effectively; and professional-development publications and training courses. Information about

these lesson plans and other techniques on using historic places to teach is available on the National Park Service Web site: www.cr.nps.gov/nr/twhp/index.htm

The Kentucky Heritage Council has a Historic Schools Initiative underway. This effort is currently undertaking an inventory of historic schools throughout the commonwealth that are still being used for educational programs. The Council has also developed several case studies on historic school buildings that have been successfully adapted to new uses in the community. To learn more about this historic schools initiative visit the agency Web site:

www.state.ky.us/agencies/khc/school.htm

The Kentucky Heritage Council partners with Preservation Kentucky, Inc., to coordinate an annual student Photo-Essay competition. Students are encouraged to select a historic site in their community, photograph it, and write an essay about its significance to the community. For more information on this program and a posting of winning entries from 2002, visit the Preservation Kentucky Web site: www.preservationkentucky.org

For more information on how the Kentucky Heritage Council can assist local schools, please contact Becky Shipp, phone: 502-564-7005 ext. 133; e-mail: becky.shipp@ky.gov